



Post:	CAFETERIA MANAGER
Reporting to:	Bursar/Support Services Manager
Hours:	36 hours per week
Salary:	PTS: 8–12 (£20,493 – £22,183)
Start Date:	20th August 2021

JOB PURPOSE

To be responsible for the supervision of up to 16 staff to provide the efficient and effective delivery of a catering service.

Team participation is essential to provide an hygienic service, to achieve customer satisfaction and to promote sales within the College.

DUTIES AND RESPONSIBILITIES

Service Delivery/Operational Issues

- Skilled cooking activities connected to the full range of menu provision, for example: preparation of menus; portion control; special dietary meals, and function catering where appropriate.
- Organisation and supervision of food service, to include all aspects, service points and the transportation of meals.
- Actively promote the service through parents, students, and guests to increase the uptake of meals.
- To ensure that the kitchen and dining centres, if applicable, meet current standards of food safety legislation.
- To ensure all catering practice complies with appropriate Health & Safety legislation.
- Responsible for securing the unit.
- To ensure effective communication links with the school on all aspects of service delivery.
- To ensure effective communication at all levels through regular staff meetings.

Human Resources

- Supervision and direction of other employees, including allocation of duties and work rotas. Where employed at a transporting kitchen, duties also incorporate the work routine of the Catering Assistants and the operational issues of dining centres.
- To actively participate in the implementation of all policies relating to staff issues, e.g. managing attendance, disciplinary and grievance.
- Induction and on-going staff training.

Financial

- Clerical duties associated with the efficient running of the kitchen, including cash handling.
- Responsible for the managing of all resources to include food, labour, overheads and equipment.
- To source the most cost-effective products which may include shopping trips to local supermarkets within contracted hours.

General Conditions

- All duties must be carried out to comply with:
 - (a) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - (b) Codes of Practice.
- All duties will be carried out in the working conditions normally inherent in the job.
- All necessary administration must be completed as required.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

***This job may be altered from time to time in line with the developing needs of the College,
It is acknowledged that the contents of this generic job description are not subject to appeal.***

Personnel Specification

Post: **Cafeteria Manager**

Essential Criteria:

Qualifications and Experience

- 1) Level 2 award in Food Safety in Catering (Chartered Institute of Environmental Health) or equivalent* (attained within the last three years) or appropriate refresher training.

AND

- 2 Level 3 NVQ Diploma (City & Guilds) in Professional Cookery or equivalent*.

OR

- 3 Level 2 Diploma (City & Guilds) in Professional Cookery or equivalent* and a minimum of one year supervisory and catering experience in school meals or a similar large-scale catering outlet using traditional cooking methods.

OR (if not qualified)

- 4 A minimum of three years' catering and supervisor experience in a school meals or a similar large-scale catering outlet using traditional cooking methods.
- 5 Supervision of staff.

Knowledge and Skills

- 6 Leadership skills.
- 7 Knowledge of relevant legislation with regard to hygiene and Health & Safety procedures in a catering environment.
- 8 Ability to produce a fresh, health and appealing menu within budget.
- 9 Knowledge of nutrition and providing food to meet special dietary requirements.
- 10 Organisational and administrative skills and budgetary control.

Personal Qualities

- 11 Clean and tidy appearance.
- 12 Ability to communicate effectively with customers and colleagues.
- 13 Ability to work under pressure and meet deadlines.

****Online equivalent qualifications will not be accepted***

Personnel Specification

Post: **Cafeteria Manager**

Desirable Criteria:

Qualifications and Experience

- 1 Level 3 award in Supervising Food Safety in Catering (Chartered Institute for Environmental Health) or equivalent*.
- 2 Level 1 award in Nutrition (Chartered Institute for Environmental Health) or equivalent*.
- 3 Supervision of staff in multiple locations.
- 4 Experience of Cashless Catering System.

Knowledge and Skills

- 5 Ability to deliver training.
- 6 Marketing skills to promote update of meals service.

****Online equivalent qualifications will not be accepted***